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FORM NO. 30-25  
SEP 1952

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Security Information

*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Classification and Wage Division

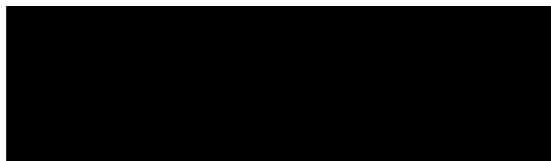
FROM : Office of Communications, Administrative Staff

SUBJECT: Position Reallocation

DATE: 13 October 1952

1. The Office of Communications requests that Position # V-20, Secretary-Steno GS-5, Policy and Planning Staff, Office of the Assistant Director be reviewed and reallocated to Administrative Assistant, GS-7.

2. This request is predicated upon the fact that the present duties and responsibilities of the position fall under the category of Administrative Assistant.



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Chief, Personnel Branch

## ATTACHMENT:

Job Description

OC-A/WH: jc (10/13/52)

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Security Information

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